

SPECIAL LEAVE SCHEME

KEY CONDITION: All employees are to apply, in writing, for Special Leave in advance, giving as much notification as possible, excepting Emergency circumstances/situation.

For those employees on flex time you will need to have regard to the provisions of the Flex Time Scheme, page9.

All provisions are pro rata for part-time employees.

***Categories for Special Leave:**

Category A :partners, dependants (children blood, adoptive or foster or of the same household), parents of employee

Category B :Category A plus grandparents, partner's parents, employee or partner's siblings (brother/sister), grandparents in law, aunts/uncles, nieces/nephews

Category C :All others

No:	Reason for Request	Management Recommendations
1.	Scheduled Hospital Appointment	Leave with pay subject to providing evidence i.e. production of appointment card/letter and completion of special leave form[s], prior to appointment.
2.	Doctor and Dentist Appointment	Employees expected to make appointments in their own time. When not possible, leave with pay to be granted, subject to providing evidence ie production of appointment card/letter and completion of special leave form[s], prior to appointment.
3.	Emergency Hospital, Doctor or Dentist Appointment	Leave with pay subject to providing evidence from hospital, doctor, dentist, in retrospect. Any further absence as deemed necessary by medical adviser in accordance with the Sickness Procedures.
4.	Visiting or accompanying people who are hospitalised or outpatients	Leave with pay for 1 working day. This may be extended up to 2 working days for *Category A [see above], at the discretion of the appropriate supervising officer

5.	Emergency Care Duties	Consider reassignment/alternative work pattern to enable caring support in the first instance. If no contingency arrangements have been/or cannot be made to cover these circumstances, leave with pay for up to a maximum of 5 working days within any 12 months rolling calendar period. Any additional time to be at the discretion of the appropriate Chief Officer in consultation with the Head of Human Resources and OD
6.	Death of relative within *Category 'A'	Leave with pay for up to 5 working days, which may be extended following consultation with the Head of Human Resources and OD
7.	Death of relative as within *Category 'B'	1 working day's paid leave to attend funeral, may be extended dependent upon exceptional circumstances by the Chief Officer, in consultation with the Head of Human Resources
8.	*Category 'C'	No provision
9.	Pre examination study leave	Pre examination leave for authorised courses equivalent to the examination leave required
10.	Attendance at degree ceremonies, prize distributions and national honours	No provision unless national honour has been awarded as a result of actions as an employee of the Council
11.	Employee who is a candidate for Local Authority election* <u>[See footnote (1)].</u>	Leave without pay except on polling day, when leave with pay is granted
12.	Employee who is a candidate for the Welsh Assembly * <u>[See footnote (1)].</u>	Leave with pay for up to 1 working week paid and 1 working week unpaid during election period (includes polling day)
13.	Employee who is a candidate for Parliamentary Election * <u>[See footnote (1)].</u>	Leave with pay for up to 1 working week paid and 1 working week unpaid during election period (includes polling day)
14.	Employee who is a member of a Local Authority	Leave with pay up to 18 working days, within any calendar year regardless of number of appointments, subject to any allowance for loss of earnings being repaid to the Council

	Employee who is a member of a body as a result of membership of a Local Authority	Leave without pay unless used against 18 working days within any calendar year regardless of number of appointments maximum as a Local Authority representative less recoverable allowance
15.	Employee who wishes to serve as a poll clerk, presiding officer, or other electoral role in respect of elections/counts administered by the Vale of Glamorgan Council or Cardiff Council	Leave with pay for all Vale elections. Staff wishing to serve as a poll clerk in Cardiff will receive leave with pay subject to reciprocal arrangements being in place. Permission from your line manager should be sought in advance as discretion to refuse may be made in cases where there has been a high volume of requests already granted.
16.	Employee who is appointed by a Government Ministry, Association of Local Authorities or a Local Authority to serve on a Committee, Tribunal etc:	Leave with pay less recoverable allowances to a maximum of 2 working weeks gross earnings
17.	Attendance at Court on Jury Service	Leave with pay, subject to employee claiming for loss of earnings under the Juror's Allowance Regulations and reimbursing the Council
18.	Attendance at Court as a Witness	Leave with pay, subject to employee reimbursing the Council with any compensation received for loss of earnings
19.	Attendance at Court as a Defendant	Leave with pay whilst representing the Council
20.	Attendance at Court as a plaintiff	Leave with pay whilst representing the Council
21.	Employee appointed as a Magistrate of Justice of the Peace	Leave with pay up to a maximum of 18 working days or 36 half days within any 12 months rolling calendar period
22.	Employee selected to represent Country	No provision [discretion of Cabinet)
23.	Employees who attend interview within the Council.	As required in accordance with the Recruitment and Selection process
24.	Employees who	No provision

25.	attend interview within Local Government Employees who are School Governors attending meetings held during the working day	Leave with pay for Vale of Glamorgan School Governors, subject to reciprocal agreement existing where Governor to a non Vale of Glamorgan School
26.	Employees who are volunteer members of the Non-Regular Forces	One working week paid, one working week unpaid leave in addition to annual leave entitlement, to enable employee to attend Camp, subject to exigencies of the service.
27.	Retained Fire Fighters, Special Police Constables, Emergency Mountain Rescue, Emergency Ambulance Service, Royal National Lifeboat Institution [RNLI]	<u>Responding to an emergency call</u> = paid time off for attendance at emergency incident occurring within contracted working arrangements <u>Prescribed Essential Training</u> = up to 5 days paid leave per annum, by prior agreement and written confirmation from the relevant Constabulary or Emergency Service.
28.	Blood/Plasma Donors	When essential for donor to attend other than Council premises written confirmation must be produced by National Blood Services/Hospital and leave provided as hospital appointment
29.	Bone Marrow Donations	Up to 5 days at discretion of the Council dependent on circumstances, subject to written confirmation from the health service provider. Any subsequent sickness absence directly linked with recovery/rehabilitation to be considered sympathetically.
30.	Household emergency i.e. fire, flood, burglary	1 working day's leave with pay may be extended dependant on exceptional circumstances, where supported by the employing Head of Service, and following consultation with the employing Director and Head of Human Resources and OD
31.	Maternity Leave	See separate policy for eligibility and entitlement
32.	Paternity Leave/Parental Leave	See separate policies for eligibility and Entitlement
33.	Foster Carers	To attend training - up to 5 days per annum (must be

employed by the Vale of Glamorgan Council (including kinship carers) hosting children under the care of the Vale of Glamorgan Council	validated by Social Services)
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FOOTNOTE

- **(1) Candidates seeking election are eligible for one of the provisions [number**
- **12 to 14 inclusive, in any 8 week period]**
- **Items stating paid leave per annum applies to calendar year (added 5/10/10)**

ALU/LCD/POLICIES&PROCEDURES/SPECIAL LEAVE PROVISIONS 12-11-02

JCF 25/11/02 Cabinet 11/12/02, updated item no 15 only 03/03/08, footnote 05/10/10, flex link

30/07/12, addition parental leave no 32 17/04/13 change to essential care duties and reference to provisions pro rata for part-time employees April 19. Election paragraph amended to include Cardiff 2021.